

Appendix III. The TASS System Menu

The menu items identifying the functions available in TASS appear on the left side of the TASS system screen in a vertical list. The major menu items (functions) are listed in the table below:

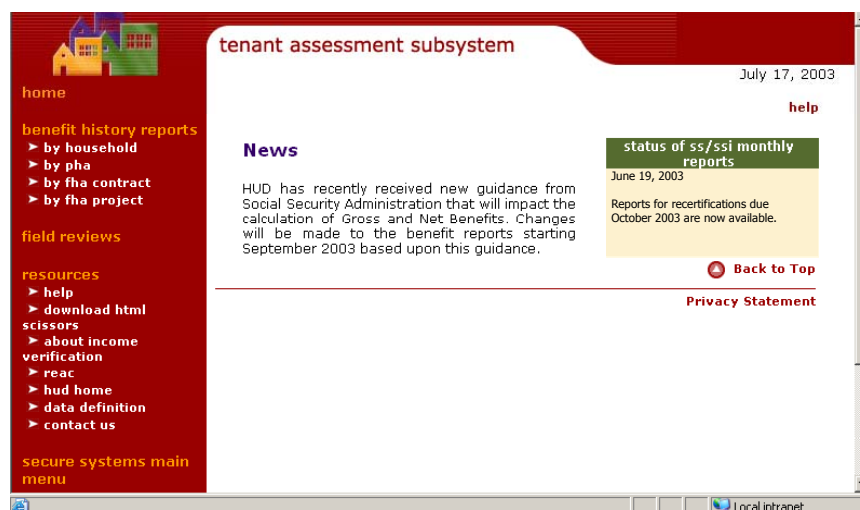


Figure 8. TASS Home Page

Menu Item/Function	Description
Benefit History Reports:	Used to view Benefit History and Income Discrepancy Reports generated as a result of the monthly SS and SSI match conducted by TASS for tenants due for re-certification. PHAs may search for and view reports by Household or PHA. O/As may search for and view reports by FHA Contract, FHA Project or Household.
Field Reviews:	Used to upload data collected at POA sites as part of the field review process.
Resources:	Used to access online resources for the following functions: <ul style="list-style-type: none"> ▪ Help—provides access to list all the help screens available on TASS. By clicking on one of the items in the list, the user is able to view the associated Help text. ▪ Download HTML Scissors—allows the user to download and install HTML Scissors. HUD provides this software utility to facilitate the printing of Benefit History and Income Discrepancy reports on separate pages for each individual family member.



Menu Item/Function	Description
	<ul style="list-style-type: none">▪ About income verification—a link to the REAC Income Verification web page▪ REAC—a link to the REAC Home Page▪ HUD Home—a link to the HUD Home Page▪ Data Definition—allows the user to view or print the definition and description of the data provided on the Benefit History and Income Discrepancy reports.▪ Contact Us—provides the user with directions for contacting various HUD-REAC offices including TASS.
Secure Systems Main Menu:	Used to return to the Secure Systems Main Menu.
Logout:	Used to exit the HUD Secure Systems environment. In order to reduce the risk of unauthorized access to TASS data, users should log off the system if they are leaving their computer unattended for an extended period.